

321 Zoar Road
P.O. Box 462
Rowe, Massachusetts 01367



E-mail: admin@rowe-ma.gov
Phone: 413-339-5520 x31
Fax: 413-339-5316

Town of Rowe
Application for Employment
Highway Department

Applications are considered for all positions without regard to race, gender, color, disability, religion, national origin, national ancestry, sexual orientation, genetics, military background, age, gender identity, or any other protected class under the law.

(Please print)

Date of application: _____

Position(s) applied for _____

Name _____
Last First Middle

Address _____
Number Street/PO Box Town State Zip

Telephone (____) _____

If employed and you are under 18, can you furnish a work permit? Yes _____ No _____

Have you filed an application here before? Yes _____ No _____ If yes, when? _____

Have you ever been employed here before? Yes _____ No _____ If yes, when? _____

Are you prevented from lawfully becoming employed in the United States because of Visa or immigration status? Yes _____ No _____

(If not a citizen, proof of immigration status will be required upon employment.)

On what date are you available to begin work? _____

Are you available to work: Days _____ Evenings _____ Weekends _____

What days of the week are you available to work?

Are you available to work: Year round _____ Academic year only _____ Summers only _____

Are you willing to be on call substitute hours? Yes _____ No _____

What licenses, skills, or qualifications do you possess which should be considered?

Do you possess a valid driver's license? Yes _____ No _____ What class? _____
State _____ Expiration date _____

Do you authorize the Town to check your driving record for repeated or significant traffic violations?
Yes_____ No_____

Do you posses a CDL license? Yes_____ No_____

Do you posses a hoister's license for a front-end loader/Backhoe? Yes_____ No_____

Do you have a current motor carrier's medical examiners certificate? Yes_____ No_____

Expiration date:_____

List the kinds of office or construction equipment you can operate:

For clerical positions only:

Typing speed:_____

Proficiency in what type of word processing programs?_____

EDUCATION

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College
1 2 3 4

Did you graduate from high school? Yes_____ No _____

Name of High School_____ City/Town_____ State _____

Do you possess a high school equivalency certificate (GED)? Yes_____ No_____

College or other training after high school, including military schools:

Name of school/ College	Major	Diploma, degree Licenses or Certificates
----------------------------	-------	--

EMPLOYMENT HISTORY

Start with your present or last job. Include military service assignments and volunteer activities if related to position(s) you are applying for. Exclude organization names which indicate race, gender, color, disability, religion, national origin, national ancestry, sexual orientation, genetics, gender identity, age, or any other protected class under the law.

Employer (present or last)	Dates employed (From: To:)	work performed
Address		
Job title	salary start:	finish:
Supervisor		

Employer (present or last)	Dates employed (From: To:)	work performed
Address		
Job title	salary start:	finish:
Supervisor		

Employer (present or last)	Dates employed (From: To:)	work performed
Address		
Job title	salary start:	finish:
Supervisor		

Please state any additional information you feel may be helpful to us in considering your application. _____

REFERENCES:

Please list three references (one should be in the field in which you are applying).

Name _____ Position _____

Address (include street, town, zip) _____

Telephone: (____) _____ Day or evening _____

Name _____ Position _____

Address (include street, town, zip) _____

Telephone: (____) _____ Day or evening _____

Name _____ Position _____

Address (include street, town, zip) _____

Telephone: (____) _____ Day or evening _____

These statements made by me in this application are true and complete to the best of my knowledge and belief. I understand and authorize that the information provided may be certified and that any willful misstatement of material facts herein will cause forfeiture on my part of all rights to any employment in the service of the Town of Rowe.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history, driving history, and background. I authorize the Town of Leverett to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Rowe any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Leverett use only.

I hereby voluntarily release, discharge and exonerate the Town of Rowe, Massachusetts, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Rowe.

I understand that all appointments are at will and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and/or to a Criminal Offender Record Information Search and recognize that any offer of employment may be contingent upon the results of such an examination or search.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date _____

The Town of Rowe is an equal employment opportunity/affirmative action employer.